



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
2480 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5800

REPLY
ATTENTION OF

3 September 2002

POLICY STATEMENT NO. 1

ADJUSTMENT OF WORK SCHEDULES FOR RELIGIOUS OBSERVANCES

1. The purpose of this policy is to provide guidance regarding religious compensatory time, with emphasis on the rights and responsibilities of both the employee and the supervisor.
2. Under pertinent law and regulations, an employee whose personal religious beliefs require the abstention from work during certain periods of time may elect to engage in overtime work to compensate for time lost for meeting those religious requirements.
3. To the extent that such modifications in work schedules do not interfere with the efficient accomplishment of the mission, the supervisor may afford the employee the opportunity to work compensatory overtime. Additionally, the supervisor may grant compensatory time off if an employee requests time off for religious observances in accordance with paragraph 2 above.
4. Employees may work such compensatory overtime before or after the grant of compensatory time off. A grant of advanced compensatory time off should be repaid by the appropriate amount of compensatory overtime work within a reasonable amount of time.

//Original Signed By//
JOAN P. EITZEN
COL, AN
Commanding

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